

ADMINISTRATIVE (INVOLUNTARY) SEPARATIONS GUIDE

This guide was prepared to provide each unit legal officer/clerk with a quick reference for processing "involuntary" administrative discharge packages on enlisted Marines. It is not intended to act as a substitute for the specific requirements of Chapter 6 of MCO P1900.16F (MARCORPSEPMAN).

The above reference also contains a Guide (Table 6-1) for Characterization of Service (pages 6-39/40) and a Guide (Table 6-2) for the Review of Separation Packages (pages 6-60 through 6-63) that are very helpful. Additional characterization of service guidance can be found at par 1004. Information dealing with "supporting documentation" and "command endorsements" to separation packages is contained in par 6305.1 and 2. It is recommended that unit legal personnel become familiar with these guidelines along with the specific requirements of Chapter 6 of MCO P1900.16F.

The Office of the Staff Judge Advocate, Marine Corps Recruit Depot, San Diego, CA will process all "involuntary" discharge packages provided unit submit ALL the appropriate documentation listed below along with a completely updated SRB [Note: A copy of the entire right side of the SRB should be an enclosure to the separation package]. There cannot be any unresolved/pending disciplinary action. (Any misconduct or unsatisfactory performance of duty basis will take precedence over any other basis, if the case qualifies/warrants.)

If any questions arise during the initiation or review of your discharge requests, contact the Admin Law Section, CWO Maygers or GySgt Koenes at 524-4086 for guidance.

The following is a list of the minimum basic requirements needed to process some of the more common type bases:

1. 6203.2 - CONVENIENCE OF THE GOVERNMENT DUE TO A PHYSICAL CONDITION NOT A DISABILITY (PCD):

- Page 11 (6105) is required
- Rates Admin Board only with 6 or more yrs of active/inactive service
- Need a Medical Officer's Evaluation (MOE) confirming that the Marine is suffering from a physical condition that is beyond his/her control, which indicates that the condition is not a disability
- Need copies of applicable pages from the Marine's Health Record, to include copies of the (initial) enlistment physical paperwork (SF-88 Report of Medical Examination, SF-93 Report of Medical History, and/or the

Applicant Medical Prescreening Form) [Note: These forms are needed to rule out fraudulent entry processing per SepsMan, par 6204.3 in case the Marine failed to disclose an existing medical condition to proper authorities, which may have existed prior to enlistment (EPTE)]

- Characterization of service is either Honorable or General (see SepsMan, par 1004 and Table 1-1 for details)

2. 6203.3 - CONVENIENCE OF THE GOVERNMENT DUE TO A PERSONALITY DISORDER (PD):

- Page 11 (6105) is required unless the medical officer concludes that the Marine is self-destructive (suicidal) or dangerous to himself or others. (A Page 11 (6105) should be done immediately upon receipt of a psychiatric medical officer's evaluation (MOE) which diagnoses an apparent disorder AND recommends separation). (Note: Particular attention must be given in those cases where a Marine is suicidal and/or dangerous to himself or others, so expedite the case!)

- The Marine must be given "reasonable" time to overcome his impairment/deficiency (unless self-destructive), and non-medical evidence is required in ALL cases! (Note: Non-medical evidence must state "specific" examples of how the Marine is unable to function effectively in the Marine Corps) This non-medical evidence must be dated after [subsequent to] the date of the initial Page 11 (6105) counseling entry

- DO NOT use this basis regardless of the existence of a PD, if the Marine meets the criteria for misconduct (6210.2 or 6210.3) or unsatisfactory performance of duty (6206.3), which will take precedence

- Rates Admin Board only with 6 or more years of active/inactive service

- Need legible copies of applicable pages from the Marine's Health Record, to includes copies of the (initial) enlistment physical paperwork (SF-88 Report of Medical Examination, SF-93 Report of Medical History, and/or the Applicant Medical Prescreening Form) [Note: These forms/documents are needed to rule out fraudulent entry processing per SepsMan, par 6204.3 in case the Marine failed to disclose an existing mental condition and/or treatment, suicide attempt, etc. to proper authorities, which may have existed prior to enlistment (EPTE)]

- Characterization of service is either Honorable or General

3. 6209 - ALCOHOL REHABILITATION FAILURE (ARF):

- Page 11 (6105) is not required. However, par 4010.3aa of the IRAM requires a Page 11 entry to document ALL alcohol related incidents (e.g.

underage drinking, DUI, DWI, Level III refusal, drunk and disorderly, include the BAC% too, etc...)

- Need documented proof of any "treatment" provided (Level I, II, or III and preferably with dates/location)
- Rates Admin Board only with 6 or more yrs of active/inactive service
- Need a MOE (or Substance Abuse Counseling Center (SACC) evaluation.

Also known as a Letter of Findings (LOF).

- Need a SACC letter or other evidence showing that the Marine either refused to attend Level III (which could be charged as an Article 86 or 92 violation per MCO P5300.12A, par 1205), or attended but did not successfully complete it, or completed the program but became an Aftercare Treatment Program failure by having repeated alcohol related incidents (relapses) while in a one year Aftercare Treatment Program (MCO P5300.12A, par 1211.2, 1303.4 and 1206.3c refer)

- Characterization of service is either Honorable or General
- [Note: Nondependent "chronic" alcohol abusers who either refuse to attend, fail to complete a Level III treatment Program, or fail a prescribed Level II Aftercare Program can also be separated under this provision.]

4. 6210.2 - MISCONDUCT DUE TO "MINOR" DISCIPLINARY INFRACTIONS (MDI):

- Page 11 (6105) is required
- Rates Admin Board (An OTH automatically entitles one)
- There must be at least three "minor" infractions, during the Marine's current enlistment, which have been or could have been taken to NJP (i.e. two NJP's and a Page 11 entry involving a UCMJ violation)

When multiple offenses have been the subject of one nonjudicial punishment, they remain separate offenses for the purpose of determining eligibility for processing under this paragraph.

- If any of the (three) infractions are alcohol related incidents, then a MOE (or SACC eval/LOF), and Page 11 entry per par 4010.3aa of the IRAM is required

- Although an Honorable, General, or OTH characterization is authorized, normally a General or OTH is awarded

5. 6210.3 - MISCONDUCT DUE TO A PATTERN OF MISCONDUCT (POM):

- Page 11 (6105) is required
- Rates Admin Board (An OTH automatically entitles one)

- There must be a pattern of two or more serious infractions (incidents) with civil and/or military authorities, or incidents prejudicial to good order and discipline within one enlistment. [Note: An established pattern of failure to pay just debts and/or adequate dependent support, or comply with related civil court judgments can also be processed under this basis.] Incidents of misconduct do not have to be of the same nature.

- If any of the infractions are alcohol/drug related, then a MOE (or SACC Eva/LOF), and Page 11 entry per par 4010.3aa and/or 4010.3z of the IRAM is required

- Although an Honorable, General, or OTH characterization is authorized, normally the OTH is awarded

6. 6210.5 - MISCONDUCT DUE TO DRUG ABUSE (DA):

********Once Marine is identified as positive send to CID for questioning.********

- Page 11 (6105) is not required. However, par 4010.3z of the IRAM requires a Page 11 entry for each "confirmed" (civil or military) illegal drug incident

- MarCorSepMan states that all Marines "confirmed" as having used or possessed illegal drugs (effective 1 Sep 92) will be processed. [Note: This does not automatically mean the Marine will be separated, but see SepsMan, par 1004.4e, 6210.5b, and 6309 for further details] Also, see par 1208.1 and 2001 of MCO 5300.12A for guidance on determining "confirmation"

- Rates Admin Board (An OTH automatically entitles one)

- Need a MOE (or SACC eval/LOF)

- Copy of DD Form 2624 (Specimen Custody Document-Drug Testing)

[Note: Formerly called OPNAV 5350/2-Urine Sample Custody Document]

- Copy of applicable page(s) from the Urinalysis Ledger (maintained by urinalysis coordinator)

- Copy of the NavDrugLab message confirming drug use, or a confession, or a police/MP/ICR/NCIS/CID report on the illegal drug incident (i.e., for poss, use, sale, etc.)

- Completed SRB, Page 12 or 13, if any NJP/CM was imposed

- Copy of entire DD Form 1966 (if Marine came in on a "MGD" drug waiver - See Block 19g)

- Copy of SNM's "Statement of Understanding" letter, which is the Marine Corps Policy Concerning Illegal Use of Drugs (usually found on left side of SRB)

- Copy of DD Form 398-2 (National Agency Questionnaire) if Marine came in on a "MGD" drug waiver - See Blocks 14 & 20 [This form reflects pre-service drug usage/times/type of drug used, etc..., and is helpful information, if available]
- Copy of NJP Package
- Copy of ALL documentation that reflects any given drug treatment (i.e., Level I, II, or III treatment, or refusal). Include the dates and location of treatment. [Note: If no documentation is available, and Marine received the treatment, it can be indicated in a Page 11 entry instead, to include the diagnosis (abuser/dependent)]
- Although an Honorable or General characterization is authorized under limited conditions, normally the OTH is awarded (Note: See SepsMan, par 1004.4e and 6210.5b for further details)

7. 6210.6 - MISCONDUCT DUE TO THE COMMISSION OF A SERIOUS OFFENSE (COSO):

- Page 11 (6105) is not required. However, par 4010.3z and 4010.3aa of the IRAM require a Page 11 entry if the serious offense is drug or alcohol related, in which case a MOE (or SACC eval/LOF) is needed
- Rates Admin Board (An OTH automatically entitles one)
- Need documentation substantiating the serious offense (s) such as civil court/police report records and/or the indictment/MP/ICR/NCIS/CID report, SRB Page 12 or 13 entry, or non-BCD CMO, etc. (Note: An actual civil court conviction is not required for processing)
- Although an Honorable or General characterization is authorized under limited conditions, normally the OTH is awarded (See SepsMan, par 1004.4c for further details)
- See SepsMan, par 6303.4 for "additional" notification requirements when the Marine is confined by civil authorities (IHCA)
- If processing is based "solely" on a non-BCD special or general court-martial conviction, then see SepsMan, par 1004.4c and 6106.2 for specific guidance

8. 6215 - WEIGHT CONTROL FAILURE (WCF):

This basis will be used to separate any Marine who fails to meet weight control/body fat (BF%) standards provided it is the "sole" reason, and the Marine's performance and conduct otherwise conforms with established standards. The Marine must have made a "reasonable effort" to conform to weight standards. [Note: Reasonable effort is a weight loss of 1.5-2.0 lbs per week. Otherwise, processing should be pursued under the basis of 6206] In addition, this basis (6215)

will not be used to separate overweight Marines who also meet the criteria for separation under other provisions of the SepsMan, such as unsatisfactory performance of duties (6206) or any misconduct per par 6210.2 (MDI) or 6210.3 (POM).

- Page 11 (6105) is required
- Provide a copy of the weight control program (WCP) paperwork (see encl (4) to MCO 6100.10B w/chg 4 for details.
- MCO 6100.10B indicates that a Marine will be placed on a weight control program (WCP) for up to six months (first occurrence), if he/she exceeds both maximum allowable weight AND body fat (BF%) standards (18% males/26% females). If satisfactory progress is being made while on the first occurrence, then an extension (of this first occurrence) can be given for up to six more months (one yr total). [Note: The effective date of the extension, if given should be ran on the unit diary prior to the expiration date of the initial period allowed] Marines assigned to a WCP must be within BF% OR allowable weight standards to be removed from the WCP. Then, once the Marine is removed, if a subsequent (second) occurrence is given, it shall only be for a period of 90 days. At the end of the 90 days, if the BF% or weight goal has not been met, or it is met (removed from the WCP) but the Marine's overweight condition reappears, then processing is mandatory.
- [Special Note: Nothing precludes the CO from initiating separation if the Marine is NOT making "satisfactory progress" during the first assignment. Also, a Competency Review Board (CRB) administrative reduction (due to professional incompetence) can be pursued per par 5002 of MCO P1400.32B (MARCORPROMAN, Vol 2). This is an excellent "leadership tool" which is available to SPCM convening authorities!]
- Rates Admin Board only with 6 or more yrs of active/inactive service
- Need a final AHCP reevaluation letter per MCO 6100.10 [Note: This final reevaluation is often over-looked by units and its absence WILL hold up separation processing]
- Need the final weight and body fat percent (BF%) of Marine (as of sep submission date) [Note: Annotate this info either in command's fwd endr or by separate ltr or in weigh-in chart]
- Need current photos (front/right side view) of male Marines in PT GEAR (WMs w/shorts & shirt). These photos must contain the date they were taken, the current BF% and weight, and Marines' maximum allowable weight (goal weight)
- Copy of the Marine's MC Total Force System (MCTFS) print out (formerly JUMPS/MMS - JPO Screen) which reflects all WCP dates (occurrences)/total number of times on the WCP, and Weight Control Flag (WCF) codes. Be sure the dates coincide (match) with the WCP (paperwork) dates

- Copy of the Marine's bi-weekly weigh-in chart/log that reflects all weigh-ins and dates (up to current date)
- Provide a graph that plots all the Marine's weigh-ins (with dates) [Note: This will show the CG (sep authority) all the weight fluctuations, and must include the Marine's current weight at time of submission]
- Copy of the Basic Training Record (BTR) that reflects each WCP occurrence
- If a CRB was held per par 5002 of MCO P1400.32B that resulted in an administrative reduction (upon final review), then include a copy of the CRB proceedings along with the separation package. [Remember to document the administrative reduction via unit diary (UD) entry, and on the ROS (pro/cons) page, and on a Page 11 entry per par 4010.31l (2) of the IRAM]
- FYI, par 4007.6 of the IRAM authorizes a 3.0 to 3.9 conduct mark for "unsatisfactory" progress while on a weight control or military appearance program(s)
- Characterization of service is either Honorable or General

In addition to the above requirements, all legal/personnel officers, and their clerks must take an active roll on ensuring that SRB's are up to date and accurate at the time their separation packages are forwarded to the LSSS for processing. SOME TYPICAL COMMON OR RECURRING ERRORS are:

- Missing or incorrect (inflated) SA or RD pro/cons (especially in misconduct and weight control failure cases)
- High pro/con marks conflict with the (CO's) recommended characterization
- Drug /alcohol Page 11 entries are missing or incomplete (they are required per paragraph 4010.3z and 4010.3aa of the IRAM, and by MCO P5300.12A, par 1206.3c and 1404.2b)
- Page 11 (6105) entries not signed /dated or are incomplete or too vague

- Missing MOE (or SACC eval /LOF) documents (needed when alcohol or drugs are involved). Include info on Marine's given treatment, if any.
- Incorrect SRB, Page 12 or 13 entries (refer to IRAM, par 4011.2b (1) and/or 4012 for guidance/format)
- Basic separation paperwork is not all initialed, signed, and /or dated in the correct time sequential order
- The seps package doesn't contain ALL the appropriate supporting documentation per SepsMan par 6305.2a through d, AND a copy of the complete and updated right side of the Marine's SRB as an enclosure
- The seps package forwarding endorsement (s) is/are vague, and don't contains sufficient "background" information. Always provide a detailed (chronology) "overview" or "snapshot" picture of the Marine's case/ circumstances (misconduct, or mental /medical condition, any treatment/rehab, if any, etc) per SepsMan, par 6305.1b**

***Separation processing will go through the wickets much faster if each legal officer/clerk provides ALL the necessary supporting documentation in their particular case. A correct and completely updated SRB is also needed. Call (in advance) if there are ever any concerns/questions about your case. Semper Fi!

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